



# ***JOB ANNOUNCEMENT***

**Office Assistant or Office Technician (Typing or General)  
Public Education  
San Francisco Office – Full-time, permanent position**

We are looking for a “people person” to be part of a dynamic team engaged in educating all Californians about the need to protect our coastal and marine resources. The Office Assistant or Office Technician for Public Education holds a pivotal position providing support to the Manager of Public Education and other staff on all aspects of our programs.

## **RESPONSIBILITIES**

The duties span a wide range of activities and will be adjusted depending on the level at which the position is filled. They include, but are not limited to the following:

- Represents the Commission at fairs and other public events to promote programs and provide educational information. Coordinates logistics and organizes materials for these events.
- Provides information to the general public, educators, government officials, and the media. Directs correspondence to appropriate staff. Responds to public inquiries - answers and records phone, email, and mail inquiries, and fulfills requests for publications, information, brochures and materials. Coordinates video and DVD lending library.
- Helps organize Adopt-A-Beach (AAB) program. Processes and sends AAB Certificates to all groups and individuals that have completed the AAB Program.
- Maintains inventory of promotional items and supplies. Organizes the supply room and offsite storage area.
- Assists Manager with expense tracking and coordination with California State Parks Foundation.
- Creates and maintains Public Education databases including updates to media database. Enters, edits, and deletes data, runs lists and label reports. Works to improve and refine data management system.
- Assists with the Environmental License Plate in all aspects, including coordination with Department of Motor Vehicles.
- Word processing on a PC system. Organizes and maintains computer files. Coordinates logistics for large mailings.
- Other duties as required. May make travel arrangements, handle logistics for in and out-of-town meetings, lead person for clerical or intern assistants in performing support tasks. Some in-state travel is required, including overnight and weekend travel. Some travel will be by airplane, some by car.

## **SKILLS AND ABILITIES**

- Excellent customer service skills and cheerful disposition in dealing with the public, both in person and on the phone. Must be skilled at dealing with members of the public diplomatically, in sometimes difficult situations.
- Strong communication skills. Ability to work well with the public and other staff members.

- Excellent computer skills on both PC and Macintosh platforms, knowledge of Access database program and Microsoft Excel. Ability to work with large amounts of data.
- Strong organizational skills, with the ability to complete work in an efficient, accurate, well-organized and timely manner. Attention to detail.
- Quick learner and ability to work independently, with limited supervision.
- Good writing skills.
- Good financial management skills. Comfortable working with numbers.
- Willingness to work occasional odd hours, including nights and weekends, occasional air travel, and occasional overnight travel. Must be able and willing to drive a state car.
- Must be able and willing to lift boxes of supplies of educational materials, weighing up to 40 lbs.

**Eligibility:** Current or former state employees with transfer or reinstatement rights at the Office Assistant or Office Technician level or eligibles on the Office Assistant or Office Technician lists. SROA candidates will be considered. Duties will be assigned commensurate with the level at which the position is filled.

If you are not currently a state employee or on an eligible list for Office Assistant or Office Technician, we will not be able to consider you for this position at this time. For more information on how to get a state job, please go to the State Personnel Board's website at [www.SPB.ca.gov](http://www.SPB.ca.gov).

<b>Salary:</b>	\$2074 - \$2770	Office Assistant (General)
	\$2143 - \$2826	Office Assistant (Typing)
	\$2638 - \$3209	Office Technician (General)
	\$2686 - \$3264	Office Technician (Typing)

**Contact:** Christiane Parry  
Public Education Program Manager  
(415) 904-5208

This position is open until filled. We would like to fill the position **immediately**. The position is funded through the California Beach and Coastal Enhancement Account. Please submit a letter of interest, and State Application #678 (available from our Human Resources Office, the State Personnel Board or at <http://exams.spb.ca.gov/capp.htm>) as soon as possible, to:

Human Resources Office  
California Coastal Commission  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 or toll free (866) 831-2540

For more information about the Commission and what we do and to obtain a State Application Form 678, visit our Internet website at: [www.coastal.ca.gov](http://www.coastal.ca.gov). If you have questions you may e-mail us at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) or call the above numbers.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885